



**Naunton Park Primary School**

# **Kids' Club Policy**

Last review date: July 2024  
Next review date: June 2025

**Approved by Governors 16.7.24** 

## **Introduction**

The wrap around care provided at Naunton Park Primary School comprises of Breakfast and After School Club. It provides high quality out of school hours childcare for our families.

Our aim is to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment to support the development of their personal, physical, emotional, social and intellectual capabilities.

The club operates in term time - Breakfast Club: 7.45am-8.50am; After School Club: 3.15pm-5.45pm.

Any child registered at Naunton Park Primary School can attend the club. Reception children are welcomed after completing their phased introduction to the school.

## **Staffing**

Sarah Walter, the Club Manager, is Level 3 Playwork qualified, has Qualified Teacher Status (QTS) and is on the Designated Safeguarding Team. In the Club Manager's absence, the Deputy Manager is responsible. The team receive regular training in line with the school's continuous professional development (CPD) plans and whole school training, such as first aid, food hygiene, child protection, Team Teach and relevant training at INSET days.

All staff are employed by the school, with the Club Manager being a qualified teacher, she is assisted by the Deputy Manager and playworkers,

## **Admissions**

- Only children attending Naunton Park School are eligible to attend the club
- All places are subject to availability
- The registration process must be completed prior to a child commencing at the club and a signed agreement in place
- All families are provided with a copy of this policy and it is available on the school website
- Places are limited, based on a 1:15 adult/child ratio. Currently up to 90 children are registered with 6 members of staff.

## **Club bookings**

The club uses Magic Booking for online cashless booking. All children registered at the school are automatically enrolled. Parents and carers can log on to their account at

<https://magicbooking@nauntonpark.gloucs.sch.uk>

Parents need to book by Friday of the week preceding their requirements as a minimum to ensure ratios are compliant. There is the facility to book for the whole term in advance which gives families peace of mind that their place is secure. A service of emergency ad hoc childcare can be provided if the school office is contacted on the day and if there is availability on that occasion.

## **Daily procedures**

- Entry to Breakfast Club is via the middle entrance of the school with a buzzer entry system.
- All children must be dropped off by their parent/carer and signed in when using Breakfast Club.
- Children will be escorted to the club on arrival by a member of staff
- Children's attendance is recorded in the register each session

- Children are supervised by the Kids Club team from Breakfast Club directly to their classrooms in the morning and are supervised by Kids Club team or a Class teaching Partner when school has finished from their classroom to Kids Club
- Children must be signed out by their parent/carer on departing After school Club
- Any nominated person collecting your child must use the same password system as used in the normal school day.
- Any absence must be reported to the Club Manager as soon as known

Kids' Club is based in the canteen and has use of the playground. There is seating available for snack time/arts and crafts etc. for up to 100 children. The club's range of resources are contained in clearly labelled open cabinets, readily accessible to all children. Displays are created each term and reflect the changing seasons and festivals of the year.

### **Food and drinks**

Children are provided with a variety of choice at breakfast which includes cereals and toast, waffles, pancakes, brioche or croissants. Milk, water or juice is available to drink. Afternoon snacks include; fruit, vegetables, wraps, beans on toast or a variety of sandwiches with juices or water always available to drink. All food and drink comply with dietary and religious requirements of individuals, (as notified by parents during registration to the school).

The Kids' Club menu can be viewed on the school's website.

### **What activities can we offer?**

A plan reflecting cultural, religious, national and international special days is created at the beginning of each academic year. This is used as the basis for an adult directed, creative activity each day.

The "Playwork Principles" underpin the club's work, and children are provided with an environment to independently access a range of activities and engage in a variety of play types.

For further information, please see [Home - Play Wales](#)

The EYFS (Early Years Foundation Stage) long term plan is used to support a development focus each term for the children of Reception age.

The long-term plan, weekly plan example and EYFS focus can be viewed on the school's website. [Naunton Park Primary School - Wrap around care](#)

The club provides children with a range of equipment and resources (natural and man-made) appropriate to their age and interests.

Activities include art, festive cake/biscuit decorating, sports and games, board games and puzzles, music, and drama, reading, storytelling and imaginative play.

Children are offered access to outdoor play every day, subject to weather conditions, and have access to bikes and trikes. The trim track provides additional opportunities for physical activities. The school's commitment to OPAL (Outdoor Play and Learning commitment) is reflected in the opportunities children at Kids' Club can access. There are a range of

resources, including the mud kitchen and wigwams enriching imaginative play. Traditional racket sports, football, cricket, and netball are also encouraged.

[download.asp \(nauntonpark.gloucs.sch.uk\)](http://download.asp(nauntonpark.gloucs.sch.uk))

**Prices** – As of the 1st of September 2023, the price is £5.00 per session for children attending Breakfast Club. £11.00 is the standard rate for a whole session at After School Club and a rate of £5.00 is charged if your child is collected at or before 4.30pm.

1<sup>st</sup> session is 3.15pm - 4.30pm

2<sup>nd</sup> sessions is 4.30pm - 5.45pm

Breakfast Club is 7.45am- 8.50am

The setting of fees is reviewed annually with governors at the Resources Committee meetings, in line with the school's Finance Policy and Debt Recovery Policy. Benchmarking and market reviews are considered when reviewing the fee structure, whilst also considering school overheads and staffing provision.

### **Late Collections**

The Kids' Club reserves the right to charge £5 per 15 minutes for any late collections.

### **How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of every child is priority.

At least one member of staff holds a current Paediatric First Aid certificate. The administration of medicines is carried out in line with the school's policy for Supporting Pupils with Medical Conditions and Administering Medicines. A First Aid kit is clearly identifiable and accessible for all members of staff. The management team takes steps to promote safety and ensures precautions are taken to prevent accidents. Any accidents are recorded in the school accident log and if resulting in the need for medical attention (for example A&E), a record is made using GCC SHE (Safety, Health, and Environment) Assure by the school's Office Supervisor. Actions are taken to minimise risks and the premises are kept clean, tidy, and inspected daily by the Site Manager. Medical lists and Intimate Care lists and plans are shared with Kids' Club staff by the office. All Kids' Club staff read these lists.

Staff are all trained in Child Protection and are kept up to date with the school's procedures in line with the school's Safeguarding and Child Protection Policy. The Club Manager is Level 3 trained and is a named DDSL for the school. Any incidents or concerns are recorded by staff on CPOMS and the Club Manager Liaises with the DSL about any concerns or parental correspondence that require urgent attention.

The use of devices, by staff and/or pupils, is carried out in line with the school's Online Safety Policy.

Children are secure and safe on the premises and are always supervised, **with every child being *within sight and/or hearing of a member of staff*. When eating, children are within sight and hearing of a member of staff.**

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly.

The process of volunteers or supply cover is carried out in line with the school's Safer Recruitment Policy.

Any requirement for physical handling is carried out in line with the school's Relationships and Behaviour Policy and Physical Intervention Policy.

### **What is our policy on behaviour?**

Children are expected to comply with the school rules of Ready, Respectful, Safe and all behaviour is managed in line with the school's Relationships and Behaviour Policy. Staff have high expectations of behaviour and communicate any concerns with parents directly at the end of the session or contact parents during the session in line with the school's policy if required.

Repeated incidents of behaviour during Kids' Club that does not align with the school rules may result in a child behind suspended from the club for a given amount of time. This is communicated with the parent(s) by the Club Manager and/or Headteacher.

In addition to the school's Relationships and Behaviour Policy, behaviour is supported and managed following the school's Anti-bullying and Hate Policy and Physical Intervention Policy.

### **What if you have a complaint?**

Any complaint should be raised with the Club Manager as soon as possible and will follow the school's Complaints Policy.

Policies that should be read in conjunction with this policy are as follows;

Attendance Policy

Anti-Bullying and Hate policy

Relationships and Behaviour policy

Child Protection Policy

Play Policy

Medical Conditions and Administering Medicines policy

SEND Policy

Intimate Care Policy

These can be found at <https://nauntonpark.gloucs.sch.uk/policies>